

# California Energy Commission



**CLASSIFICATION:** Associate Government Program Analyst  
*1 position available*

**TENURE/TIMEBASE:** Permanent/Full-time

**SALARY:** \$4,975.00 - \$6,228.00

**LOCATION:** Renewable Energy Division  
Sacramento, CA

**FINAL FILING DATE:** March 13, 2019

**Are you interested in becoming a leader for the state of California and contributing to the state's world-leading efforts to combat climate change?** The California Energy Commission is in search of qualified candidate(s) for the Renewable Energy Division (RED) to assist in shaping California's clean energy future.

## **ABOUT THE DIVISION:**

Established in 1974, the California Energy Commission is the state's primary energy policy and planning agency. Located in vibrant downtown Sacramento, within walking distance of light-rail, the state Capitol, and other amenities, the California Energy Commission is advancing many of the state's cutting edge energy and climate programs and policies. The Renewable Energy Division at the California Energy Commission is committed to expanding the use of renewable energy in California in a way that maximizes the economic, environmental, and grid-reliability benefits to all Californians.

To conduct this work, the division maintains a committed and creative staff of experts across various disciplines, including: environmental science, geology, physics, engineering, data analytics, international relations, and public policy. The division's range of technical and policy expertise allows it to perform balanced, independent evaluations of complex and high-profile clean energy programs. If energy is your passion, and you feel compelled to help mold California's clean energy future and set an example for the world, then we encourage you to apply.

## **DUTIES/RESPONSIBILITIES:**

Under the general supervision of the Deputy Director of the Renewable Energy Division, the incumbent will perform a wide variety of consultative, analytical, and technical assignments with a high degree of independence. The incumbent will serve as the Division's lead person for the development, implementation, and maintenance of the following administrative programs: personnel, budgets, information technology, business services, records management, travel, and training. The incumbent will act as the Administrative Liaison of these programs and will serve as a representative on related task forces, committees, working groups and teams and will participate in the Division's management team meetings and activities. The incumbent will also provide general support for staff and managers working in coordination with the other support staff in the division.

## DESIRABLE EXPERIENCE/QUALIFICATIONS:

The successful applicant should have:

- Excellent attention to detail
- The ability to summarize, organize and maintain complex data and prepare and present reports and recommendations orally and in writing
- The ability to work independently and in a collaborative team environment
- Excellent organization skills
- The ability to manage multiple assignments and priorities
- Advanced experience with Microsoft Office programs including Word, Excel, Outlook, Visio, and MSProject
- Experience with state government programs and processes related to human resources, personnel, training, travel, and purchasing

**WHO MAY APPLY:** Eligible candidates who are current state employees with status in the above classification, lateral transfers from an equivalent class who meet the minimum qualifications of this classification, former state employees who can reinstate into this class or persons who are reachable on a current employment list for this classification. Appointment is subject to the provisions of the SROA process: SROA/SURPLUS/REEMPLOYMENT candidates are encouraged to apply and must attach a copy of their status letter in order to be considered. Applications will be screened and the most qualified may be contacted for an interview.

Interested applicants must submit a completed Standard State Application (Form STD. 678) with an original signature, to the contact/address listed below. A *Statement of Qualifications (SOQ)* is required. Your response must be no more than one typewritten page in length, and include your first and last name at the top of the page. Resumes do not take the place of the SOQ. Applications without a clearly titled SOQ may not be considered for this position. Please clearly indicate in the SOQ how your experience and knowledge prepare you to fulfill the duties of this position. **You must clearly indicate the basis of your eligibility (i.e., list, transfer, SROA/Surplus, reinstatement, etc.), RPA #510-221 and Position #510-5393-xxx in the "Explanation Section" of the STD. 678.**

**Please Note:** Possession of the minimum qualifications will be verified prior to the interview and/or appointment. If it is determined an applicant does not meet the minimum qualifications, the application may be forwarded to the State Personnel Board for review and the applicant's name may be removed from the eligibility list.

## SUBMIT APPLICATIONS TO:

California Energy Commission  
Personnel Services Office  
Attn: RPA #510-221  
1516 9<sup>th</sup> Street, MS-3  
Sacramento, CA 95814

View full Duty Statement:

<https://www.energy.ca.gov/careers/jobs.php>

**For additional questions regarding this recruitment, you may contact (916) 654-4309 or email [personnelservices@energy.ca.gov](mailto:personnelservices@energy.ca.gov).**

**California Relay (Telephone) Service – TDD Phones: 1-800-735-2929 and Voice Phones: 1-800-735-2922**